




CAT2 Entry Sequence Allocation - Report Instructions




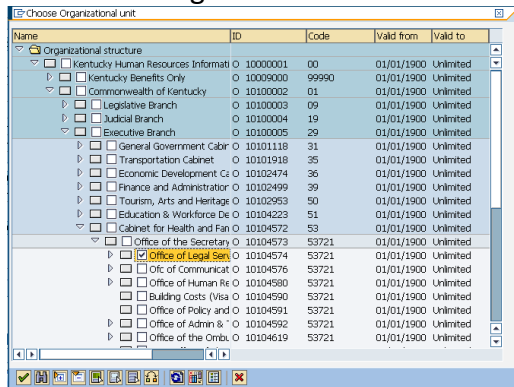
Use this report to determine the final save order of 6ADL entries in CAT2. When keying time hours and attendance types, each record is assigned a sequence number that is used by Time Management to determine if that entry has been moved and accounted for. Due to the ability to revise times or key them out of natural order, you may use this report to review the sequence order of the final save for evaluated allocation of 6ADL hrs.



1. From the main screen, type transaction code: **ZTMQ_CAT2_ENTRY_SEQU.**
2. Click the **Enter** button  or press **Enter** to continue.
3. Period – Choose a period from the list.

NOTE: Depending on your selection you may need to enter the Payroll Area or date range.

4. Enter your search criteria.


NOTE: To Search by an entire Org Structure, click  **OrgStructure** to drill down to an org unit.



5. Click the **Execute** button  or press **F8** to execute.
6. Click the **Print** button .

OR
Export to Excel

- From the menu bar choose:
List → Export → Local File

7. Click the **Back** button  or press **F3** to return to exit the report.

Pers.No.	Last nam	First name	Start Date	A/ATyp	Hrs.	RN	RF	Ref.Doc.No
00004024	Masse	Jo	07/12/2012	6ADL	6.50	000	X	20370949
	Masse	Jo	07/13/2012		7.00	000	X	20370933
00009620	Moin	Kim	07/02/2012		8.00	000		20371011
	Moin	Kim	07/04/2012		8.00	000		20371020
	Moin	Kim	07/09/2012		8.00	000		20371004
	Moin	Kim	07/10/2012		0.25	000		20370980
	Moin	Kim	07/12/2012		8.00	000		20370976
00009627	Moss	Doren	07/02/2012		0.75	000		20519367
	Moss	Doren	07/03/2012		0.25	000		20519369
00009629	Honell	Stacy	07/06/2012		0.50	000	X	20371261
	Honell	Stacy	07/12/2012		5.50	000	X	20371137
	Honell	Stacy	07/13/2012		8.00	000	X	20371315
00009630	Hush	Musin	07/05/2012		1.50	000		20225455
	Hush	Musin	07/06/2012		10.00	000		20225456
	Hush	Musin	07/07/2012		2.50	000		20225457
	Hon	Musin	07/13/2012		0.50	000		20225463
00009633	Jushis	Barry	07/10/2012		0.25	000		20370860
	Jushis	Barry	07/11/2012		0.75	000		20370857
00009637	Harris	Jose	07/04/2012		5.75	000		20278733
	Harris	Jose	07/07/2012		1.00	000		20278742
00009641	Monell	Jill	07/05/2012		5.00	000	X	20367037
	Monell	Jill	07/06/2012		1.00	000	X	20367070
	Monell	Jill	07/07/2012		2.50	001	X	20367093
	Monell	Jill			3.00	000	X	20367092